

# ***OVER THE COUNTER CONSTRUCTION PERMIT APPLICATION PACKAGE***



**County of San Luis Obispo  
Department of Planning and Building  
County Government Center  
976 Osos Street  
San Luis Obispo, CA 93408  
(805) 781-5600  
FAX: (805) 781-2414  
[www.sloplanning.org](http://www.sloplanning.org)**

NOTE: Your construction permit application is public record and is therefore published on the weekly reports within the San Luis Obispo County Planning and Building Department's website as well as the public information area. All references to names, addresses, telephone numbers and project information will be part of this public record. All applications must be filed under the property owner's name and address however; you may use an alternate contact address and telephone number.



# Over-the-Counter / Mail-In Permit Construction Permit Application

San Luis Obispo County Department of Planning and Building

## APPLICANT / AGENT / CONTRACTOR / ARCHITECT INFORMATION (Check Box for Contact Person)

☐ Landowner Name \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Agent \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

☐ Contractor \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address \_\_\_\_\_ License Number: \_\_\_\_\_

☐ Architect/Designer/Engineer \_\_\_\_\_ Daytime Phone: \_\_\_\_\_  
Mailing Address \_\_\_\_\_ License Number: \_\_\_\_\_

E-mail address Owner / Agent / Architect / Engineer (circle one) \_\_\_\_\_

## PROPERTY INFORMATION

Assessor Parcel Number(s): \_\_\_\_\_

Total Size of Lot: \_\_\_\_\_

Project Address / Location (provide the project address – if no street address, describe first with name of road providing primary access to the site, then nearest roads, landmarks, etc.): \_\_\_\_\_

## TYPE OF PROJECT

Describe specific project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DECLARATIONS: LICENSED CONTRACTOR

I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of division 3 of the Business and Professions Code, and my license is in full force and effect.

I hereby affirm under penalty of perjury one of the following: (This section need not be completed if the permit is for \$100.00 or less)

- ☐ I have and will maintain a certificate of consent to self-insure for workers compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.
- ☐ I have and will maintain workers compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers compensation insurance carrier and policy number are:  
Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers compensation laws of California, and agree that if I should become subject to the workers compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

I, acting as the named agent/applicant in all contacts with the county in connection with this matter, have authorization to act as such from the landowner and have completed this form accurately and declare that all statements herein are true. I do hereby grant official representatives of the county authorization to inspect the subject property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Site Check Waiver Request

## San Luis Obispo County Department of Planning and Building

### PROJECT INFORMATION:

Property Owner Name: \_\_\_\_\_

### STATEMENT OF COMPLIANCE:

I / We understand this request is to waive your department's preliminary site inspection prior to permit issuance. The purpose of this inspection is to identify any special site specific circumstances such as drainage, expansive soil conditions, high ground water, unstable soil, foundation or other concerns that affect the project's design or scope of work.

I / We certify that, to the best of my/our knowledge, none of the above conditions exists on the site or, if any do exist, the project has been designed to mitigate them.

I / We acknowledge our responsibility to complete all work in accordance with the requirements of the technical codes and the construction and land use ordinances.

I / We agree to comply with any additional requirements identified by the county building inspector during the construction process.

I / We agree to stop work at the Building Inspector's request and obtain the services of a professional engineer or architect, licensed in California, to design all necessary corrective measures.

\_\_\_\_\_  
Print Name of Owner / Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner / Authorized Agent

\_\_\_\_\_  
Date

## ***DECLARATIONS: OWNER – BUILDER***

- ☐ **I hereby affirm under penalty of perjury that I am exempt from the Contractors License Law for one of the following reasons:**  
[Section 7031.5, Business and Professions Code - Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors License Law (Chapter 9 - commencing with Section 7000 of Division 3 of the Business and Professions Code) or that he or she is exempt there from and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500.00)].
- ☐ **I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.**  
[Section 7044, Business and Professions Code - The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or herself or through his or her own employees, provided that such improvements are not intended or offered for sale. If, however the building or improvement is sold within one year of completion, the owner/builder will have the burden of proving that he or she did not build or improve for the purpose of sale.]
- ☐ **I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.**  
[Section 7044, Business and Professions Code - The Contractors License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractors License Law.]
- ☐ I am exempt under Section \_\_\_\_\_, Business and Professions Code for the following reason:

\_\_\_\_\_  
I, the owner of record of this property have completed this form accurately and declare that all statements here are true. I do hereby grant official representatives of the county authorization to inspect the subject property.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**WARNING:** FAILURE TO SECURE WORKERS COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEYS FEES.

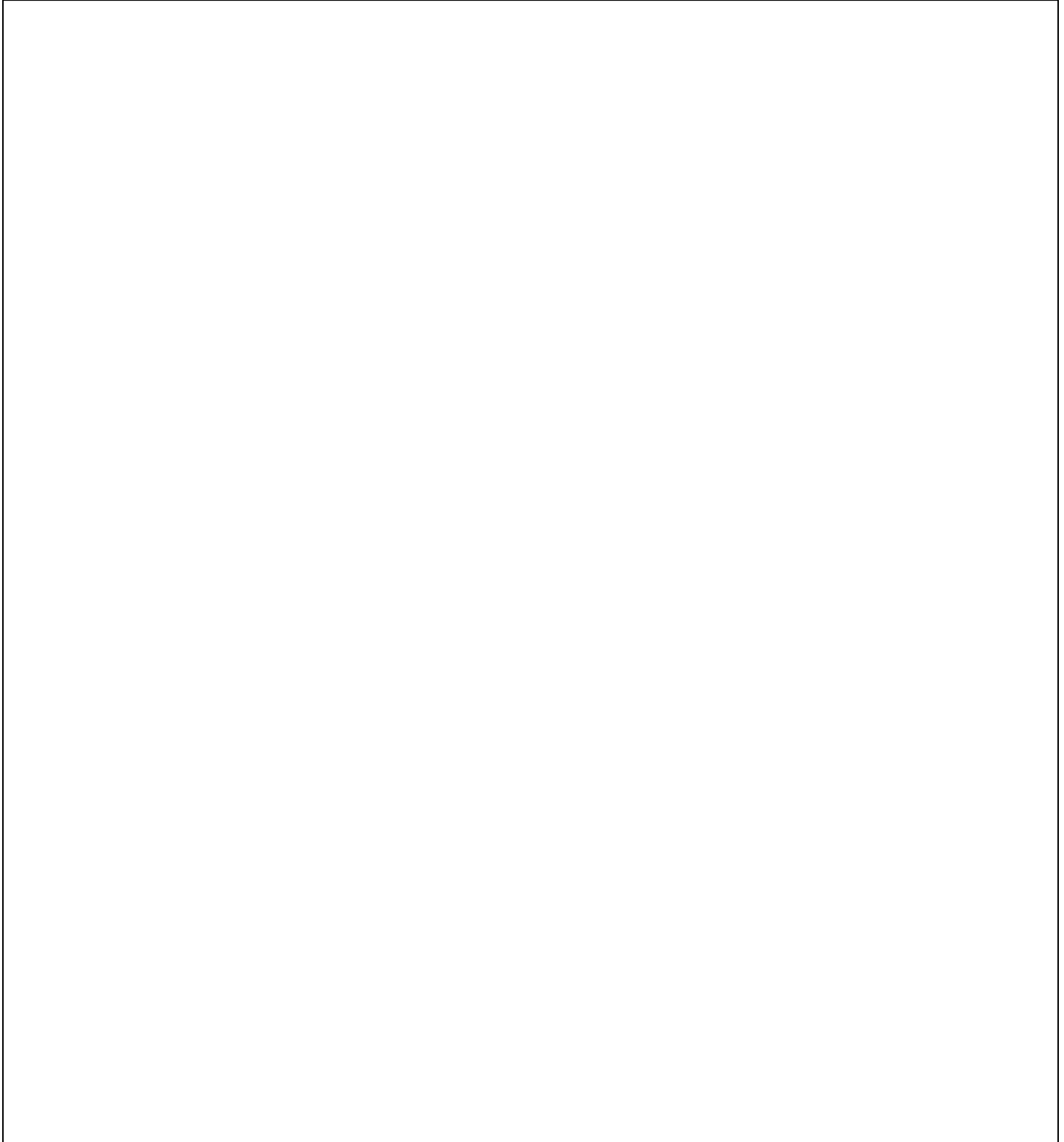
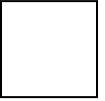
# Property and Project Layout

## San Luis Obispo County Department of Planning and Building

Draw the property and project layout (plot plan) below in the space provided. Please make sure you include all required information. (see Plot Plan Checklist)

Scale: 1 in = \_\_\_\_\_ ft

North Arrow:

A large, empty rectangular box with a thin black border, intended for drawing the property and project layout (plot plan).

# Plot Plan Checklist

- ☐ North arrow placed in box provided.
- ☐ Exterior property boundaries / dimensions shown
- ☐ All existing and proposed structures identified as to what their uses are or are proposed to be
- ☐ Dimensions for all existing and proposed structures
- ☐ Distances between all existing & proposed structures and between all structures & the property lines
- ☐ Location of all existing and proposed wells and the location of all wells within 100 feet of the property
- ☐ Location of septic tank and leach field
- ☐ Location of any creeks, streams, rivers, or lakes
- ☐ Distances between well(s), septic tank, leach field and creek, streams, rivers or lakes
- ☐ Location of proposed and existing driveways
- ☐ Location of off-street parking spaces, number of spaces, and dimensions
- ☐ Location of adjacent streets and alleys
- ☐ Location of all easements (water, sewer, road, open-space, etc)
- ☐ Path of drainage on and off the property
- ☐ Vicinity map (drawn in space provided below)  
Make sure the vicinity map shows how to drive to the property

Please draw a map in the space provided below showing how to get to the property.

## VICINITY MAP

North Arrow:



# WASTE MANAGEMENT - RECYCLING PLAN

Please review the **Explanation of Choices** information provided on a separate flyer that is available in the Public Works Department and then check the box that fits your project.

**Note:** IWMA means Integrated Waste Management Authority

## Are you planning to

- ☐ **A)** use an IWMA-certified construction and demolition waste recycling facility? **or**  
☐ **B)** use other recycling and disposal facilities?

## LEGAL DECLARATION FOR WASTE MANAGEMENT / RECYCLING PLAN

If my project is \$50,000 or greater in value or 1,000 square feet or larger in size, by signing below I acknowledge the responsibility for recycling my project's waste and the penalty for non-compliance. I agree to comply with the requirements of the County Construction & Demolition Debris Recycling Ordinance and demonstrate compliance by providing receipts to verify recycling.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# D.O.S.H. HAZARDOUS ACTIVITIES CLEARANCE

California State Law requires that a permit be obtained from the Division of Occupational Safety and Health (DOSH) for projects that involve performance of certain hazardous activities.

Please identify if the proposed project would involve any of the following hazardous activities

- |    | YES                      | NO                       |                                                                                                                                                                                                                      |
|----|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Construction of trenches or excavations (including utility, foundation and retaining wall construction involved within the excavation) which are five feet or deeper and into which a person is required to descend. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Construction or demolition of any building, structure, falsework, or scaffolding more than three stories or 36 feet high.                                                                                            |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | The underground use of diesel engines for work in mines and tunnels and any work involving blasting.                                                                                                                 |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Are employees working within the excavation areas described in questions 1 or 3?                                                                                                                                     |

If you answered YES to questions 1, 2, or 3, and question 4, proof of DOSH permit must be submitted to the Department of Planning and Building before building permits are issued for the proposed work.

If you answered NO to question 4, you are not required to obtain a DOSH permit even though you may have answered YES to questions 1, 2 or 3.

### 1. DOSH permits are NOT required for the following:

- \* Governmental agencies - state, county, city or district
- \* Public utilities subject to the jurisdiction of the Public Utilities Commission
- \* Construction of trenches or excavations for emergency repairs to underground facilities
- \* Construction of graves (See Section 7014 of the Health and Safety Code)
- \* Construction of swimming pools

### 2. Make sure you prepare the following before you obtain your DOSH permit:

- \* "Code of Safety Practices"
- \* "Injury and Illness Prevention Program"

For any question regarding DOSH permits contact:  
Division of Occupational Safety and Health  
1655 Meso Verde, Room No. 150  
Ventura, CA. 93003  
(805) 654-4581

I certify under penalty of perjury under the laws of the State of California that the above is true and correct.

Signature of Owner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

# Information Disclosure Form

## San Luis Obispo County Department of Planning and Building

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### TIME LIMITS FOR PROCESSING AND PUBLIC NOTICE DISTRIBUTION REQUIREMENTS

California state law (California Government Code Section 65941.5) requires that the county provide the following information to applicants when a permit application is filed:

\* Not later than 30 days after a land use or land division application is received, the county must notify the project applicant or designated representative in writing either that the application is complete, or that items are necessary to complete the application. If you are not notified in writing, the application is considered complete. Any land use or land division application must be approved or denied within three months of adoption of the Negative Declaration or determination that the project is exempt, or within six months of the certification of an Environmental Impact Report. The County of San Luis Obispo processes the land use application and the environmental review concurrently, so these decisions are made simultaneously. Questions about this process can be answered by your project planner. (Government Code Sections 65943 and 65950 et. seq.)

\* A project applicant may make a written request to the county, to receive notice of any proposal to adopt or amend the general plan and the land use, real property division, building and construction, road name and addressing, and growth management ordinances which might reasonably be expected to affect that applicant's project. The county offers a subscription service for notification of either: (1) all applications received by the county, or (2) Planning Commission agendas. The cost for each of these services is established by the county fee ordinance. (Government Code Section 65945, 659453, and 659455)

\* When a property was created through recordation of a final or parcel map, and it is within five years of recordation, the county can not withhold or condition the issuance of building permits for residential units based on conformance with conditions that could have been imposed as conditions of the tentative map except where:

\*\* A failure to do so would place subdivision residents or residents in the immediate area in a condition perilous to health, safety or both; or

\*\* The condition is required in order to comply with state or federal law. (Government Code Section 65961)

Copies Government Code Sections are available at the County of San Luis Obispo Law Library, County Government Center, San Luis Obispo, CA

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### RIGHT TO FARM DISCLOSURE

Disclosure pursuant to 5.16.040(b) - The County of San Luis Obispo declares it a policy to protect and encourage agricultural operations as defined in Chapter 5.16 of the San Luis Obispo County Code. If your property is located in the unincorporated area of the county, near an agricultural operation, you may at sometime be subject to inconvenience or discomfort arising from agricultural operations. If conducted in a manner consistent with state law and County Code, said inconveniences and discomforts shall not be or become a nuisance.

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### HAZARDOUS WASTE AND SUBSTANCE SITES DISCLOSURE

Disclosure pursuant to AB 3750 - Please verify whether your project is on the Known Hazardous Waste and Substances Sites List pursuant to AB 3750 that is on our web site or that is available in the San Luis Obispo County Planning and Building permit center.

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### PLEASE COMPLETE AND SIGN BELOW

I acknowledge that I have read and understand the information and policy detailed above:

- ☐ Time Limits for Processing and Public Notice Distribution requirements
- ☐ Right to Farm Disclosure

**AND** I acknowledge that I have reviewed the list of Known Hazardous Waste and Substances Sites List and find the following:

- ☐ The site is **not** shown on the list of Known Hazardous Waste and Substances Sites.
- ☐ The site **is** shown on the Known Hazardous Waste and Substances Sites List.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## ELECTRICAL PERMIT APPLICATION FOR WELL PUMPS

County of San Luis Obispo Planning and Building Department (805) 781-5600

### ***THE FOLLOWING INFORMATION MUST BE PROVIDED BEFORE PERMIT ISSUANCE***

1. An accurately drawn vicinity map showing the location of the property and plot plan showing the location of the well and related electrical equipment.
2. Size of electrical service \_\_\_\_\_ Amps.
3. Motor horse power rating \_\_\_\_\_ Hp.

So that your permit can be issued without delay, you may provide the following information to the building inspector at the first inspection. The inspector will not be able to complete the inspection or verify that the installation is correct without this information, nor will connection of the electric service be authorized.

1. Depth of submersible pump: \_\_\_\_\_ feet
2. Motor voltage: ☐ 15 volts ☐ 230 volts ☐ 460 volts ☐ Other \_\_\_\_\_ volts  
☐ Single Phase ☐ Three Phase ☐ Other  
Motor full load amps: \_\_\_\_\_ FLA
3. Available fault current from PG&E (for well pumps **5 horse power** and larger only). They have a form letter for providing information. (Note: all equipment must be listed and rated to match the available fault current calculated by PG&E. The short-circuit duty rating of unmarked equipment is assumed to be 5,000 amps maximum.)

Ag. Well pumps 75 horsepower and larger require a basic electrical plan which must be reviewed and approved before a permit can be issued. In addition to the information requested above, please provide the following.

### **SINGLE LINE DIAGRAM**

Show all of the electrical components: Show wire size and type, conduits, panels, switching, circuit breakers/fuses, controller, short circuit and overload protection, and short circuit duty rating of all equipment.

*If you need assistance, please contact Jim Casper at 781-5629.*

Plan Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved \_\_\_\_\_ ☐ Additional Information required

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_